FOREST FIRE PROTECTION (FFP) GRANT PROGRAM
GRANT PROCEDURES

GRANT REQUEST APPROVAL & GRANT AWARD ACCEPTANCE

- The Department of Natural Resources (DNR) approved the portion of the fire organization's grant request as listed in the grant agreement.
- Thoroughly read the grant award letter and agreement to fully understand your responsibilities as the grantee.
- Pay particular attention to the **"Grant Project Detail by Category"** section on page 1 of the grant agreement.
    - Do not assume you received everything requested in your original application. This page of the grant agreement defines:
        - the individual category award amount approved
        - the total grant award amount
        - any item(s) declared ineligible
    - It is also possible that a partial award is being offered based on the number of eligible applicants and funding availability.

By **October 15th,** the authorized representative for the grantee must sign and return all required documents listed below**.** If this deadline is not met, your organization risks having the offer of grant funding rescinded.

- **DNR copy** of the grant agreement. Sign both copies of the grant agreement and return the DNR copy. The grantee copy of the grant agreement is for your file.

- **W-9 Taxpayer Identification Number (TIN) Verification Form**
  This form is included in your award packet and must be completed to receive payment. The DNR is transitioning to a new financial software system; as such, a W-9 form is required for all grantees. Please follow the instructions for completion.

- **DUNS #**
  Follow the instructions on the form to enter a DUNS # for your organization or obtain one if you do not already have a DUNS #.

Submit the required documents to the FFP Grant Manager by **October 15th**:

- **Email (received by midnight):** DNRFFPGrantProgram@wi.gov
- **Fax (received by midnight):** (608) 275-3338
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

PROCEED WITH YOUR PROJECT

Once you sign the grant agreement and submit the required materials to the DNR, there will be no further confirmation from the DNR.

DECLINING THE GRANT AWARD OFFER

Please provide the FFP Grant Manager written notification of your decision to decline the grant award offer by **October 15th**. There will be no penalty to your fire organization if the decision is made before this deadline.

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM
GRANT PROCEDURES

USE OF GRANT FUNDS

1. Read the grant agreement carefully, especially noting the **"Grant Project Detail by Category"** section on page 1 of the grant agreement. This is important because it defines the individual category award amount approved, the total grant award amount, and any item(s) that were declared ineligible. If the grant agreement lists ineligible items, the FFP grant program will not reimburse those items.

2. After returning the required documents to the DNR, place orders with successful vendors following the competitive procurement process outlined below. Arrange for payment and delivery on or before **April 15th**. The grant period end date of **April 15th** will be strictly enforced. Begin your project immediately, and order early to avoid backorders. No extensions will be granted for backorders.

3. **Competitive Procurement** is essential. As a grantee, it is imperative you comply with state and federal law. FFP Grant Agreement General Condition A.8.e. and Special Conditions B.5.a.–d. address this issue. Procurement guidelines can be complex. If you have questions regarding the necessity for bids or how to conduct the bidding process, please consult your organization's or municipality's local attorney. A useful tool in determining the bidding method required for your project is the DNR's "**Procurement Guide for Local Governments Receiving DNR Grants**".

   Quotations (catalog pages, internet pages, and documented telephone contacts are acceptable) and bids should be kept as part of the grant file. You may be asked to provide bid documentation prior to reimbursement authorization. For fire organizations ordering from the DNR's Forestry Equipment R&D Center, it is not necessary to follow the bidding requirements since the State has already completed the bidding.

   If you plan to order equipment from the DNR's Forestry Equipment R&D Center in Tomahawk, Wisconsin, place your order as soon as possible to avoid backorders. As noted previously, it is not necessary to follow competitive procurement requirements when ordering through this facility. If you place an order, make sure you indicate you received an FFP grant so an invoice can be processed in a timely manner. To expedite your order, email or fax your request.
   - **Website:** http://dnr.wi.gov/topic/ForestFire/catalog.html
   - **Email:** DNRFRstockroom@wi.gov
   - **Phone:** (715) 453-1257
   - **Fax:** (715) 453-5998

4. The grantee is responsible for payment of the full invoice amount to the vendor from its own (fire organization) account; this may be separate from or part of a municipal account. Payments for grant purchases may be made from the grantee's account as follows:
   - Written check
   - Cashier's check or money order
   - Credit card, debit card, or online banking

   Note: Use of a personal credit card or check from a fire department member's account is discouraged; however, we recognize that there are situations that warrant its use. This payment method will require additional "proof of payment" documentation as outlined in the "Reimbursement Process" section.

CAUTION: Items for which payment has been or will be received from another federal or state financial assistance program are not eligible for reimbursement.

DEADLINE FOR FFP PROJECT COMPLETION IS APRIL 15th – NO EXTENSIONS.
The project end date of April 15th will be strictly enforced.

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM
GRANT PROCEDURES

REIMBURSEMENT PROCESS

The DNR will process a single reimbursement check. The reimbursement request must be complete when it is submitted to the DNR. The DNR reimburses the grantee for fifty percent (50%) of the eligible project costs up to the maximum amount of the grant award as stated in the grant agreement. To be eligible for reimbursement: all eligible items must be purchased and received, and all services must be rendered within the grant period as stated in the grant agreement. To request reimbursement, submit the following to the FFP Grant Manager by **April 15th**:

- **Completed and signed Forest Fire Protection (FFP) Grant Program Reimbursement Request (Form 4300-120).** List the check date, check number, vendor(s), item(s) purchased, amount, and the total expenditure for the grant project. By signing, you indicate that all bills are paid and all items have been received within the grant period. Only record **actual** expenditures in the "Expenditures" column in the appropriate categories. The reimbursement request form is available at: http://dnr.wi.gov/aid/forestfireprotection.html

- **Proof of purchase.** For each purchase, a detailed invoice must be submitted**.** Quotes and estimates are not acceptable.

  Note: Proof of payment no longer needs to be submitted with the reimbursement request, with the **exception** noted below. All payment documentation must be kept in the fire orqanization's grant file to be produced upon inspection. If the FFP grant manager determines payment documentation is needed, you will be contacted directly.
  - **EXCEPTION:** If a purchase is made with a personal credit card or check from a fire department member's account, it is necessary to submit a copy of the fire organization check showing payment to that fire department member.

Submit FFP Reimbursement Requests to the FFP Grant Manager by **April 15th**:

- **Email (received by midnight):** DNRFFPGrantProgram@wi.gov
- **Fax (received by midnight):** (608) 275-3338
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

After DNR staff completes its review of the reimbursement request and authorizes payment for all eligible costs, a check will be sent based on the information supplied on the Payee Verification Form or W-9.

AFTER CHECK ARRIVAL

- Participate in an on-site field check conducted by your local DNR Forester/Ranger. This is an important appointment and serves as an opportunity for you and DNR staff to review the grant award process and project.
- Affix inventory sticker, if provided by the local DNR Forester/Ranger, during the on-site field check.
- Assist in the planning of, and participate in, local public relations opportunities.
- Review information on recordkeeping, inventory, and disposal requirements contained in the grant agreement: General Condition A.8.f. and Special Conditions B.6., B.7., and B.8. If your organization received federal funds, grant agreement Conditions Applicable to Recipients of Federal Funds C.2. applies.

CONTACT FOR QUESTIONS

Sandy Chancellor, FFP Grant Manager
Phone: 608-720-0122
Email: sandra.chancellor@wisconsin.gov